

Enhanced Google Mail Plug-in

Version: 1.0

User Guide



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About the Enhanced Google Mail plug-in

If you have an existing Google Mail™ account, you can view your email messages on your BlackBerry® device with the Enhanced Google Mail™ plug-in. Similar to the Google Mail web application that you can access using a browser on your computer, related messages are grouped into a single conversation. You can perform the following actions using the Enhanced Google Mail plug-in on your device:

- Add a star to a message or conversation
- Add custom labels to messages and conversations
- Search for specific messages

For more information about Google Mail, visit www.googlemail.com .

Open a message or conversation

- 1. In the message list, highlight the message or conversation.
- 2. Press the **Menu** key.
- 3. Click Open or Open Conversation.

Request more of a conversation

You can view more of the messages in a conversation.

- 1. In the message list, highlight the conversation.
- 2. Press the **Menu** key.
- 3. Click More of Conversation.

Display more lines in a conversation

By default, when you view a conversation in the message list, only the first line of each message appears. You can choose to display up to four lines in each message.

- 1. In a conversation, press the **Menu** key.
- 2. Click Options.
- 3. Click Enhanced Gmail™ Plug-in Options.
- 4. Change the **Lines in Conversation** field.
- 5. Press the **Menu** key.
- 6. Click Save.

Add a label to or remove a label from a message or conversation

You can add a label or multiple labels to a message or conversation to help organize your message list. If you add a label to an individual message in a conversation, the label is applied to all of the messages in the conversation.

- 1. In the message list, highlight a message or conversation.
- 2. Press the **Menu** key.
- 3. Click Labels.
- 4. Perform one of the following actions:
 - To add a label, select the check box beside the label.
 - To remove a label, clear the check box beside the label.
- 5. Press the **Menu** key.
- 6. Click Save.

View messages with a specific label

- 1. In a message list, press the **Menu** key.
- 2. Click **Filter**.
- 3. Select the check box beside the label.

To stop viewing messages with a specific label, press the **Escape** key.

Add a star to a message or conversation

- 1. In the message list, highlight a message or conversation.
- 2. Press the **Menu** key.
- 3. Click Add Star.

To remove a star, click **Remove Star**.

Archive a message or conversation

- 1. In the message list, highlight a message or conversation.
- 2. Press the **Menu** key.
- 3. Click **Archive**.
- 4. Click Yes.

Move an archived message or conversation to the inbox

- 1. In the message list, press the **Menu** key.
- 2. Click **Filter**.
- 3. Select the Archive check box.
- 4. Click a message or conversation.
- 5. Press the **Menu** key.
- 6. Click Move to Inbox.

Report and remove spam messages

When you report a message as a spam message, it is removed from your message list. If the message was part of a conversation, all of the related messages in the conversation are also reported as spam.

- 1. In the message list, highlight a message or conversation.
- 2. Press the Menu key.
- 3. Click Report Spam.
- 4. If necessary, click Yes.

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